



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
RESEARCH ANALYST I
(GEOGRAPHIC INFORMATION SYSTEMS)
MULTI-DEPARTMENTAL OPEN



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

LQ25-7416

9PR26

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation Department of Fish and Game Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by July 3, 2009 , the final filing date.
WHERE TO APPLY	Applications are available and may be filed <u>in person</u> at Department of Parks and Recreation, 1416 9 th St, Rm. 1018, Sacramento, CA 95814, or <u>by mail</u> to the Department of Parks and Recreation, Attention: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001. <u>YOU MUST INCLUDE THE EXAM CODE (9PR26) ON YOUR APPLICATION.</u> Do not submit applications to the State Personnel Board or participating Departments. For further information regarding this exam, you can call (916) 653-9522.
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than July 3, 2009 , the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during August/September 2009 .
SALARY RANGE	Range A \$3106 - \$3425 Range B \$3204 - \$3708 Range C \$3841 - \$4670
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department's of Parks and Recreation, Fish and Game, and Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by **July 3, 2009**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Pursuant to Government Code 18935(b), candidates with permanent status at the Research Analyst I (GIS) level or above may not be eligible to apply for this examination.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Demonstrated achievement as evidenced through experience or education which provides ability to perform successfully (under supervision) evaluation and research of geographic data and spatial analysis

And

Either I

Education: Equivalent to graduation from college with any major, but with extensive course work in an area appropriate to geography. This must include or be supplemented by at least one course in statistical methods.

(Registration as a senior in a recognized institution of higher education will admit applicants to the examination but they must produce evidence of graduation before they can be considered eligible for appointment.) (Work experience in the California state service performing technical research-related duties appropriate to the Geographic Information System may be substituted for the required education on a year-for year basis.)

Or II

Six months of experience performing research-related duties in the class of Management Services Technician, Range B, and twelve semester or eighteen quarter units of college courses in geography or a subject closely related to the work. **Or**

Twelve months of technical research-related duties in a class equivalent to that of Crime Studies Technician I.

All applications must include the following information: Degree / course titles relating to the requirements for extensive coursework in an area appropriate to Geographic Information Systems; semester/quarter credits completed for each course; name of institution; month and year of completion. (Candidates may be required to furnish transcripts.)

POSITION DESCRIPTION

This is an entry, recruiting and developmental class for persons qualified to perform basic technical research and statistical work in one or more areas of a broad range of research fields as a background for advancement in State service. Employees are assigned duties and responsibilities commensurate with their background and training. Positions may be permanently assigned to this level, Research Analyst I (GIS), when the major functions of the position do not include the more responsible, varied, independent and difficult assignments found in the full journey person level of Research Analyst II (GIS). Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists. Incumbents in the Geographic Information Systems are distinguished from other Research Analysts by being able to perform research and statistical studies involving various types of digital spatial data and the techniques and methodologies associated with Geographic Information Systems. The studies, objectives and conclusions may be based on spatial analysis of: natural resource management, land use and transportation planning, emergency response planning and health assessments. Positions exist with the Department's of Parks and Recreation, Fish and Game, and Forestry and Fire Protection.

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**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
 - 1. Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research.
 - 2. Principles and concepts of geography or cartography that relate to spatial analysis.
- B. Ability to:
 - 1. Gather, compile, analyze and interpret data.
 - 2. Prepare research and statistical reports.
 - 3. Analyze written and numerical data regarding general governmental problems.
 - 4. Speak and write effectively.
 - 5. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.
 - 6. Develop and evaluate alternatives.
 - 7. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
 - 8. Gain and maintain the confidence and cooperation of others.
 - 9. Conduct research and perform spatial analysis using mapped and tabular information (under supervision).

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to do routine or detailed work in order to learn the practical application of research principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or relevant non-school activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility; flexibility; ability to work effectively with others.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

College level courses equivalent to six semester hours of geographic analysis techniques and six semester hours of data base management techniques; which may include computer cartography, remote sensing, or spatial analysis of statistical data.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career credits are not granted in open examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 653-9522, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-9522, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the California Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION
Attention Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001 (916) 653-9685

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)